



DWR SEMS SECTION RESPONSIBILITIES

FOC COMMAND STAFF

Flood Operations Center (FOC) Command Staff are responsible for carrying out the Department's emergency response policy with the Directorate, and for setting the objectives and the priorities for responding to an emergency. The responsibilities listed are the primary duties for each position. Due to the flexibility of the Standardized Emergency Management System (SEMS) structure, there may be other duties for each position as assigned and/or as needed.

□ **FOC DIRECTOR** *(Please refer to the Field Operations Guide for Incident Commander responsibilities for the SEMS field level.)*

In cooperation with the DFM Division Chief and the Executive Division, the FOC Director has the authority and responsibility for the operations of the Flood Operations Center (FOC). The FOC Director will delegate authority as appropriate and necessary to members of the Management Staff and Section Chiefs.

A Deputy FOC Director assists the Director and may serve in any capacity as designated to maintain span of control and share the duties of the FOC Director. The Deputy serves as an advisor to the Director and Section Chiefs as needed, provides information and guidance related to the internal functions of the FOC, and ensures compliance with emergency plans and procedures.

- Obtains a briefing from the previous shift's FOC Director (if applicable). Shift change briefings should be detailed, ensuring that in-progress activities are identified and that follow-up requirements are known.
- Determines incident objectives and strategy, and identifies immediate priorities. In conjunction with the Section Chiefs, sets priorities for response efforts, making certain that all DWR actions are accomplished within the priorities established at the FOC.
- Determines the level of activation and staffing needs based on the current assessment of the situation. Identified which sections are needed, assigns Section Chiefs, and coordinates with the Section Chiefs to ensure overall adequate staffing. Mobilizes appropriate personnel for the initial activation of the FOC.
- Ensures planning meetings are conducted and Command Staff and Section Chiefs are briefed, as appropriate. Provides direction and overall management/strategy to Command Staff and Section Chiefs.
- Coordinates with the DOF Director and/or DOC Management Staff.
- Ensures that check-in procedures are established immediately.
- Ensures that organization charts are completed and posted.
- Ensures Action Plan procedures are followed, as applicable, for the FOC.
- Works with the Safety Officer to make sure adequate safety and personnel accountability measures are in place.
- Coordinates with key people/officials, ensuring that interagency coordination is accomplished effectively.
- Approves requests for additional resources and requests for release of resources.
- Keeps Executive staff informed of incident status, either by Executive Briefings or other methods.
- Approves the use of trainees, volunteers, and auxiliary personnel.

- Works with the Public Information Officer (PIO) to authorize the release of information to the media.
- In the event of the loss of the Joint Operations Center, informs field Incident Commanders and other activated Emergency Response Teams of the Flood Operations Center's relocation to the backup site.
- Orders the demobilization of the incident, once termination of the incident has occurred through the appropriate measures.

□ SAFETY OFFICER

The Safety Officer ensures that a safe working environment is established and maintained at the FOC. They develop and recommend measures for assuring personnel safety, and routinely assess and/or anticipate hazardous and unsafe situations. The Safety Officer will also inspect and correct any deficiencies in the operating environment of the FOC and ensure that personnel are not over stressed, working for extended periods of time, or performing actions that may jeopardize their health. The Safety Officer is authorized to stop or modify all unsafe operations outside the scope of the FOC Action Plan, notifying the FOC Director of actions taken. They must also prepare and maintain a Safety Plan for the duration of the activation period.

- Develops a Site Safety Plan, including support facilities, and monitors the Plan for compliance with applicable safety-related policies and procedures. The Site Safety Plan(s) should include identified potential and/or anticipated hazardous and unsafe situations, as well as recommended measures for assuring personnel safety in those situations. Publishes the Site Safety Plan Summary, as required.
- Reviews the Incident Action Plan (IAP) for safety implications, and provides safety advice in the IAP for assigned responders.
- Reviews and approves the Medical Plan
- Exercises emergency authority to stop and prevent unsafe acts.
- Investigates and reports any serious incidents, accidents, or injuries immediately to Command.

□ SECURITY OFFICER

- Provides access control for the FOC, working with the FOC Director to establish the policy and procedures for access.
- Can oversee personnel check-in and checkout rosters.
- Helps Logistics Section provide 24-hour security, as needed.
- Coordinates all security needs with existing Joint Operations Center security personnel, managers, and the Emergency Preparedness Manager.

□ PUBLIC INFORMATION OFFICER (PIO)

The PIO serves as the primary point of contact between the FOC and the media. Routine public calls are first screened by Flood Information Specialists in the Planning/Intelligence Section and are transferred to the PIO(s), as appropriate. Assistant Information Officers may be assigned to assist the PIO(s), as needed. A primary source of information for the Public Information function will be from the Planning/Intelligence Chief and Deputy, the Situation Status Unit and other Technical Specialists in Planning/Intelligence and/or

Operations. These personnel have the experience necessary to interpret and help develop the appropriate responses to hydrologic, meteorologic, and flood response questions.

- Determines staffing requirements and makes required personnel assignments for the Public Information Branch to handle incoming media and public calls. Locates and establishes a Joint Information Center (JIC), if applicable. Establishes a Media Information Center, as required, and provides necessary space, materials, computers, telephones, and electrical power.
- Develops a strategy for how to handle incoming media requests and the determines the format for responding to those requests, if procedures are not already established. Obtains approval for the strategy/format, as well as policy guidance, from DOC/FOC Command staff for news releases.
- Determines from the FOC Director if there are any limits on information release
- Provides briefings to the FOC Director and Executive staff (Director and/or Chief Deputy Director) on the Department's situation and/or any associated sensitive issues.
- Keeps the FOC Director advised and informed of all media-related issues, any associated sensitive issues, and any potentially adverse political, social, and economic impacts.
- Establishes contact with other Public Information personnel working the incident (including for other agencies).
- Provides talking points and develops materials for Command staff for press briefings, VIP visits, and town hall/public meetings.
- Reviews, approves, and obtains FOC Director approval of news releases. Provides copies of all news releases to the DOC/FOC Director.
- Arranges for tours and other interviews or briefings that may be needed/required (including individual staff interviews and press conferences).
- Obtains media information for the FOC Director that may be useful to incident planning.
- Coordinates with the Situation Status Unit and identifies methods for obtaining and verifying significant information as it is developed.
- Maintains a positive relationship with media representatives.
- Monitors published and broadcasted public emergency information for accuracy—correcting serious misinformation, when possible.
- Maintains a log and a documentary file of all information, instruction, and advice released to the public.
- Coordinates video recordings of televised flood coverage.
- Coordinates photographic and video services for documentation of flood incidents.
- Works with Liaison Officer to act as initial contact and escort for onsite news media personnel
- Monitors broadcast media, using information to develop follow-up news releases and address rumor control.

□ LIAISON OFFICER

The Liaison Officer provides a primary point of contact for all incoming agency representatives assigned to the FOC. The Liaison Officer will ensure that agency representatives are provided with the necessary workspace, communications, information, and internal points of contact necessary to perform their responsibilities. The Governor's CA Emergency Management Agency (CalEMA), City and County of Sacramento, CA Conservation Corps (CCC), California Department of Fire (CDF), CA National Guard, and other federal, state and local agencies may send representatives either to periodically work in the FOC. The Liaison Officer will be their primary contact and be responsible for overseeing and coordinating their activities.

- Acts as a contact point for Agency Representatives

- Maintains a list of assisting and cooperating agencies and Agency Representatives, including names and contact information.
- Assists in establishing and coordinating interagency contacts
- Keeps agencies supporting the incident aware of incident status, as applicable
- Monitors incident operations to identify current or potential inter-organizational problems
- Coordinates activities of visiting dignitaries
- Develops an action plan to ensure communication and coordination with appropriate stakeholders and submits draft of plan to Command staff for review and approval.
- Keeps Command staff informed of any stakeholder-related actions (including potential issues and/or new relationships that may develop).
- Meets and greets VIPs and incoming stakeholders, contacting other communications staff and keeping them in the loop, as necessary.

□ **PL 84-99 UNIT/COORDINATOR**

- Coordinates and processes all PL 84-99 emergency assistance requests, evaluations, and communications between local agencies, county operational areas, the U.S. Army Corps of Engineers, and the Department.
- Works closely with the U.S. Army Corps of Engineers Representative and the FOC Director and Deputy to carry out much of the processing on PL 84-99 requests for technical and emergency assistance.

All PL 84-99 requests are processed in accordance with the procedure described in the Memorandum of Understanding between U.S. Army Corps of Engineers (South Pacific Division) and California Department of Water Resources for Cooperative Actions Authorized Under Public Law 84-99 for Responding to Flood Emergencies, June 1999.